Instructor: Kristen Ceballos
Office: Neckers A 378
Office Hours: 10-11am, 12pm-1pm or by appointment (via email or in person)
Email: kalindb@siu.edu

Textbook: FINITE MATHEMATICS: AN APPLIED APPROACH, BY SULLIVAN, 11TH ED.
Open Tutoring Labs: Neckers Study Lounge:
Library 680:
Rehn 10:

Attendance: You are expected to come to class everyday and to arrive on time. Attendance will be taken every class.

Exams: There will be 3 in-class, paper exams. There are no make-up exams. If you missed an exam and have a legitimate reason for missing, you will be allowed to make up the exam, but with an automatic 25% deduction. If you have to miss an exam, contact me immediately.

Homework: Homework will be assigned every day, and due the following class. If you miss class, email me for that day’s homework assignment. No late homework will be accepted.

Calculators: Scientific calculators ONLY are allowed.

Recent Finals: Go to www.math.siu.edu then click on “Course Information”, “Final Exam Preparation”, and “Math 139”.

Grading: Approximate points:

<table>
<thead>
<tr>
<th>Course grades are based on a 90, 80, 70, 60% scale:</th>
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<tbody>
<tr>
<td>Homework 100</td>
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<tr>
<td>Quizzes 100</td>
</tr>
<tr>
<td>Tests 300</td>
</tr>
<tr>
<td>Final 200</td>
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<td>Total 700 points</td>
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Incomplete: University policy does not permit any instructor to give an incomplete unless the following circumstances apply:

- The student has a mitigating reason for not finishing the course.
- The student’s course grade exceeds the cut-off used to earn a final grade of C (70%).
Emergency Procedures. Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www bert siu edu, Department of Safety’s website www dps siu edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.